

Condition of Hire

Director or Leaders

I hereby apply to use Camp Wilkin Baptist Centre for the use of the Group and the event stated on the booking form under the following condition of hire.

1. I recognise that this is a Christian Church facility and has sign and logos up representing our ethos, values and belief. We do a small introduction of all areas of the Centre to all campers, but as part of that introduction we do explain that we are part of the Baptist Church and are Christian staff. There will be sign up and quotes that refer to our belief.
2. I agree to pay all charges for the use of the facilities in accordance with the Conditions of Hire at the rates applicable at the time of occupancy. The Conditions of Hire are set out as listed below.
3. I accept full responsibility for the Group and to pay for any loss or damage caused by the Group.
4. I understand that Baptist Camping Victoria has the right to cancel the hire of any of its facilities at any time should any use or proposed use of the facilities by the Group be, at the absolute discretion of the Centre Management at Camp Wilkin Baptist Centre inconsistent with the ethos of Baptist Camping Victoria and Baptist Union of Victoria beliefs, practices or values these can be found at www.baptistcamping.com.au or www.buv.com.au/about-us
5. Camper leaders are responsible for the health and welfare and behaviour of their campers at all times, even when a Camp Wilkin staff or outside providers are running the program. We oversee the activity being used at that time. The Centre will provide written procedures for the conduct of activities. If using an outside provider group it is your responsibility to ensure they are an accredited provider and all safety issues are assessed.
6. The Director of Camping is appointed by the Baptist Camping Victoria Board to act on its behalf in the administration of the Centre's property. Any problems which arise should be referred to the Director of Camping, the Programmer or Hosting staff.
7. The person booking the Centre will be responsible for the behaviour of the Group. Camp Wilkin Baptist Centre Management reserves the right to ask any person who does not abide to these rules of the Centre to leave the property. Any conduct inconsistent with Baptist Union of Victoria ethos, values, beliefs or practises will be deemed unacceptable behaviour.

Unacceptable behaviour includes but is not limited to:

- a. Excessive noise that is not controlled
- b. Unsafe activities; and breaches of any laws including but not limited to child safety laws



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8. Baptist Camping Victoria and its staff accept no liability or responsibility for any loss or damage to property, or, injury of or to any person and I shall be responsible to ensure that all persons in the Group and their guests and visitors are aware of this disclaimer.

Bookings

- **Bookings** - are considered to be confirmed when the Group has signed and returned the booking form, conditions of hire and the deposit (\$400-00 per night of stay) has been cleared. Deposit is not refundable on cancellation of the booking. A conformation letter will be sent out.
- **Weekend bookings** - are deemed to commence after dinner being 7.00pm on the Friday to 3.00pm on the Sunday. The Sunday evening meal is not included. If the groups wish to arrive earlier and/or leave later and therefore require additional meals, this can be arranged on request at an additional charge.
- **Cancellation** - A deposit is non refundable. Cancellations must be in writing. If cancelled 6 months or less before arrival date, a fee of 75% of the camp cost or minimum charge (whichever is the greater) will apply. An amended date is a cancellation.
- **Rates** - Your booking includes all meals, plus morning and afternoon tea and supper and the use of facilities on arrangement with management. Each group is guaranteed a meeting room proportionate to the number of persons booked. Additional rooms will be allocated in accordance with the need of the Centre. To book the whole site you need over 60% of the occupancy which is at present 100 people.
Rates are subject to review and may only be confirmed 4 months prior to arrival. Lodges will be allocated by the Administration staff and is determined by the numbers booked and confirmed.
- **Account** - On completion of camp an invoice will be generated on the number of people who attended, if a group's final numbers are less than the original number booked, the minimum payment required is 85% of the original number booked or the minimum charge whatever is highest. Any breakages, Fire alarm cost, or additional charges will be added to the account. Camps fees are payable within 7 days of the conclusion of a camp or on departure.

Camper

- **Supervision** - Adequate adult leadership shall be provided for all camps (1 adult leader to 10 campers). In any camp at which girls are present an adult female leader must be present. If this is not possible then the matter should be discussed in advance with the Director of Camping or the Program staff.

- **First aid** – Camp Leaders are responsible for the first aid of their campers at all times and must supply own first aid equipment. All first aid assistance given to campers must be recorded and given to the Camp Wilkin Staff at the end of Camp. The Camp Wilkin staff are happy to assist you at any time.
- **Emergency procedures** - Our emergency procedures are to be read prior to coming to camp and in the fire season the extreme weather chart will be used every day and Campers will have to abide by their operation for safety. No fire is permitted on the property unless approved by Centre Management and only in the area provided. We are connected to the state fire alarm system so any false alarm will be billed to the client (the CFA charge \$500-00 per truck).
- **Aerosol Cans**-You are not to bring any aerosol cans onto the Centre.
- **Smoking** - Smoking is prohibited in all Camp buildings and near windows and doors. Children under the age 18 are not permitted to smoke on the property.
- **Alcohol, Illegal Drugs, Firearms and knives etc.** - These are not permitted on the property under any circumstances.
- **Noise** - In consideration of neighbours, all noise must cease at 10.30pm and must not commence before 7.30am. Excessive noise can be called at any time day or night when neighbours can hear the noise clearly in their homes.
- **Pets** - No pets are permitted on the property. Animals that provide assistances are permitted however all waste must be cleaned up by the group.

Property

- **Damages** - All damage to the property must be reported to Centre Management. The cost of repairs or replacement will be your responsibility. On arrival, a leader must inspect the property and advise the Camp staff of anything out of order. It is your responsibility to ensure that no camper trespasses upon neighbouring properties and the out of bounds areas.
- **Lodges** - One mattress, a pillow and a blanket are provided for each bed. These items must not be removed from the sleeping lodges. Each camper is to provide and use a pillowslip and sheets, doona or a sleeping bag. Extra blankets can be provided on request. No pillow fights. Lodges are to be used for sleeping, resting and study only. No guest is to enter the sleeping quarters of the opposite sex.
- **Cleaning** - Camp leader is asked to appoint a person to be in charge of cleaning duties. During occupancy, the facilities are expected to be kept in a clean and tidy state. There is a cleaning schedule which needs to be completed at the close of occupancy; each group is to leave the property in the way in which it was found. This includes both tidying of rooms and the grounds. All furniture must be returned to its original position.
- **Roadways** - Within the camp area should be left clear, the 5km speed limit through the Centre is to be adhered to and vehicles are to be parked in the area provided.
- **Lighting and Heating** – please ensure all lighting and heating is turned off when leaving all rooms.

Catering

- **Meals** - Times for meals are set, but can be altered if discussed with the Program staff or Food Service coordinator but only to suit your programme pressures. Dietaries will be catered for during the camp but prior notification is required by the Food Service Coordinator.

The Group is to provide an adult to be in charge of the dining room duties this includes the setting of tables, the doing of dishes and the cleaning of the dining room which includes vacuuming the floor. The duty group will need to be available 15 minutes before the meals and there until the Kitchen staff declares it clean.

General information and requests

- **Web** - The web page has resources to help you run you camp which include: Catering, Activities, Property, Insurance certificate, OHS, Operation procedures of all the activities, Education Department information for schools and general information.
www.baptistcamping.com.au Camp Wilkin Logo.
- **Golf Course** -Golf courses in out of bound except by arrangement with the Golf Club
- **Flora and Fauna** -The group is not to disturb flora and fauna so the natural beauty of the property can be preserved. Environmental and conservation laws must be adhered to.
 - a. There are Kangaroos on site and they cannot be feed or patted. You can get very close to them but must remember they are wild animals.
 - b. Small skipjack ants need to be watch because if bitten can cause some discomfort and some campers might be allergic to their bit. If bitten we recommend close monitoring.